



**Muscogee (Creek) Nation**  
**Human Resource Management Services**

Employee Requisition

PO BOX 580  
OKMULGEE, OK 74447  
Telephone (918) 732-7827  
Toll-Free (800) 482-1979  
Fax (918) 756-2284

Submitted Date 10/01/2014	Employee Requisition Number <b>ER-15009</b>	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>COMPLIANCE MONITOR</b>			
Pay Grade SG 10	Salary Range \$31,865-41,579	Classification Full Time	
Department: TERO	Location: Okmulgee	Location Code: 112	FT/PT 1-Full Time

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.**  
**MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

General Summary:	Responsible for processing and certifying Muscogee (Creek) Nation businesses and businesses of other Federally Recognized Tribes. Works with and monitors contractors and employers to ensure Native preference is being followed. Enforces the compliance of the TERO Law within the jurisdictional boundaries of the Muscogee (Creek) Nation, processes and investigates TERO complaints. Responsible for accessing Native American work force by reviewing compliance plans, makes/assists in reports, educates community and contractors.
Principal Duties and Responsibilities:	<p>Monitors Indian Preference in contracting and implements Tribal Employment Rights Program (TERO).</p> <p>Responsible for educating employers, contractors, agencies, and unions operating in the Muscogee (Creek) Nation jurisdictional boundaries.</p> <p>Responsible for on-site inspections with contractors to ensure compliance, and monitor workforces.</p> <p>Responsible for required reporting.</p> <p>Responsible for assisting contractors or employers with the Certification Process for Native American Owned Businesses for the TERO Registry.</p> <p>Responsible for notifying the community of all registered Native American Owned Businesses.</p> <p>Collates data, and maintains records and files.</p> <p>Reviews compliance plans, negotiates workforces, and submits recommendations to Manager for approval.</p> <p>Assist TERO Manager with other duties as deemed necessary.</p> <p>Works with contractors, and agencies to assure compliance.</p>



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	<p>Responsible for processing and investigating TERO and EEOC complaints.</p> <p>Must be able to negotiate, mediate and solve problems.</p> <p>Performs other Indian Preference and TERO related duties as directed.</p> <p>Maintain utmost confidentiality of all information (written and verbal) while employed with the Muscogee (Creek) Nation TERO Office.</p>
Minimum Requirements:	High School Diploma or GED
Preferred Requirements:	<p>AA Degree</p> <p>One (1) year of experience demonstrated in organizational office skills and program administration; a general understanding of construction; knowledge of TERO Indian Preference requirements, EEOC (Equal Employment Opportunity Commission), Labor Laws, Native American advocacy and worked with the Tribal communities; and one (1) year experience in Customer Service.</p>
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

### Competencies:

<b>Customer Service:</b>	Responds promptly to customer needs.
<b>Interpersonal Skills:</b>	Maintains confidentiality; Keeps emotions under control.
<b>Oral Communication:</b>	Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
<b>Written Communication:</b>	Writes clearly and informatively; Able to read and interpret written information.
<b>Teamwork:</b>	Balances team and individual responsibilities.
<b>Visionary Leadership:</b>	Inspires respect and trust.
<b>Ethics:</b>	Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
<b>Organizational Support:</b>	Follows policies and procedures; Supports organization's goals and values.
<b>Quality:</b>	Demonstrates accuracy and thoroughness.
<b>Quantity:</b>	Completes work in timely manner.
<b>Safety and Security:</b>	Observes safety and security procedures.
<b>Attendance/Punctuality:</b>	Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.



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**Dependability:** Follows instructions, responds to management direction.

**Physical Demands:**

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:

- ☒ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.  
☐ Physical Exam Required

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- ☐ Fumes or airborne particles ☒ Outside weather conditions ☐ Toxic or caustic chemicals  
☐ Risk of electrical shock ☐ Vibration ☒ Loud Noise

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

**Public Relations:**

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.